

EVENT NAME Reno Earth Day 2015

EVENT LOCATION Idlewild Park, Reno, NV

#### EVENT DATES AND TIMES

Setup Date	4/25/2015	Setup Start Time	9am
Event Start Date	4/26/2015	Event End Date	4/26/2015
Daily Event Start Time	10am	Daily Event End Time	6pm
Dismantle Date	4/26/2015	Dismantle End Time	9pm

#### EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

Reno Earth Day 2015 on April 26, 2015 from 10am-6pm @ Idlewild Park; Festival of "Celebration and Education" for Clean & Green Technologies, the Natural World, & Many Cultures. Enjoy live performances, activities, games and exhibits from all walks of life on the planet.

ON SITE CONTACT Anastacia Sullivan ON SITE NUMBER (775) 762-0651

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

**Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

#### EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME Heather Howell

*This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.*

#### TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity  
☒ Special Event – Parks  
☐ Special Events – Street / Sidewalk Occupancy

#### EVENT WILL INCLUDE

(check all that apply)

- ☒ Amplified Sound/Multimedia  
*Attachment A Required*  
☐ Street/Sidewalk Occupancy  
*Attachment B Required*  
☒ Alcohol Service  
*Attachment C Required*  
☒ Vendors/Exhibitors  
*Attachment D Required*  
☐ Privileged Sales  
*Attachment E Required*  
☒ Event Set-Up  
*Attachment F Required*  
☒ Park Usage  
*Attachment G Required*  
☒ Food/Beverage Service  
*Contact Washoe County  
Environmental Health Services  
(775) 328-2620*

HOST ORGANIZATION Mercury Momentum EVENT COORDINATOR Heather Howell  
 MAILING ADDRESS 2700 Scholl Drive CITY/STATE/ZIP Reno, NV 89503  
 DAYTIME PHONE (775) 762-0651 CELL PHONE (775) 771-1828 FAX (775) 329-4844  
 WEBSITE www.renoearthday.com EMAIL ADDRESS renoearthday@gmail.com  
 ONSITE CONTACT Anastacia Sullivan CELL PHONE (775) 762-0651  
 PUBLIC CONTACT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_  
 FEDERAL TAX ID 46-2264332 ☒ **HOST ORGANIZATION IS NON-PROFIT**  
 Proof of current non-profit status must be included with application.  
 ANTICIPATED ATTENDANCE: DAILY 20000 TOTAL 20000  
☒ OPEN TO THE PUBLIC ☐ ADMISSION WILL BE CHARGED \$ \_\_\_\_\_

↓ FOR CITY OF RENO OFFICE USE ONLY ↓				
Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00		
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00		DATE ENTERED
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x		FAX TO
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x		<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x		<input type="checkbox"/> Zoning
Fire Inspection	<input type="checkbox"/>	\$111.00		<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/>	TBD Refer to "FD" Section	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/>	TBD Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/>	TBD Refer to Reno Municipal Code		
*Application fees must be paid at the time the application is submitted and are not refundable under any circumstances*				
TOTAL FEES			INITIALS	
TOTAL PAID				

### 3. Additional Information:

Will you be using any of the following? Check all that apply:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Flammable or compressed gases  | <input type="checkbox"/> Exit obstructions                      | <input type="checkbox"/> Dust or spark production    |
| <input type="checkbox"/> Fire lane or hydrant obstruction                                       | <input checked="" type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers                   |
| <input checked="" type="checkbox"/> Cooking vendors   | <input type="checkbox"/> Indoor vehicle display                 | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input checked="" type="checkbox"/> Fenced area or building to be occupied by 50 or more people |   |  |

### Separate Permit Requirements:

#### One or more of the following activities (\$85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

#### Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition -- A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

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#### **For Additional Information Contact:**

Reno Fire Department  
775-334-2300  
775-334-3826 FAX  
RFDSpecialEvents@reno.gov

## DISPOSAL AND RECYCLING PLAN

**Will you be using existing, City-owned trash receptacles at your event?**

☒ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

Describe refuse removal plan:

We plan to continue the e-waste recycling and paper recycling as well as promote different types of waste habits at the event including recycling, 0-waste, leave no trace and composting.

**Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).**

**Method and types of recyclable material collection:**

☒ cans

☒ plastic bottles

☒ paper materials

☒ cardboard

☒ other

**Describe recycling plan if event is not taking place in a City park:**

We are working with WM to provide recycling receptacles for the event.


**How will you promote recycling at your event?**

Although we are in a City park, the entire event is focused on recycling technologies, habits and education. All volunteers will be modeling and monitoring recycling, 0-waste, leave no trace and composting as key components of the Reno Earth Day event.


[illegible]

# Traffic Control Map Key

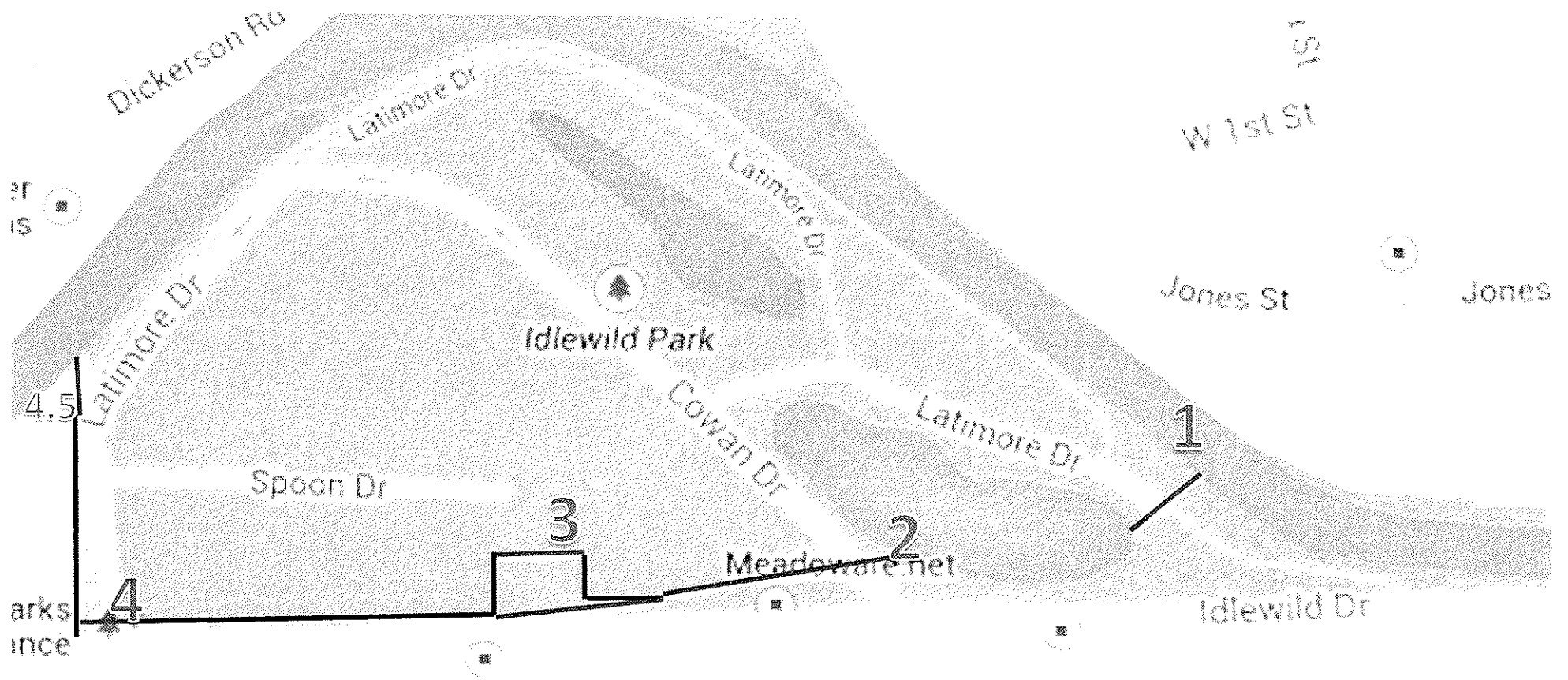
 = Traffic flow into area.

 = Electronic Reader Board from City explaining congestion at Idlewild, no public parking on Idlewild; Free Public Parking at Reno High School. Positioned on northbound Keystone before the overpass and on California westbound before the Booth exit.

 = Certified Traffic Control contracted by ESI Security Services (incl. static early warning signs).

 = Reno Earth Day Signage stating “No Public Parking on Idlewild” “Free Public Parking at Reno High” and/or directing people which way to go.

# Security Map



# Security Map Key

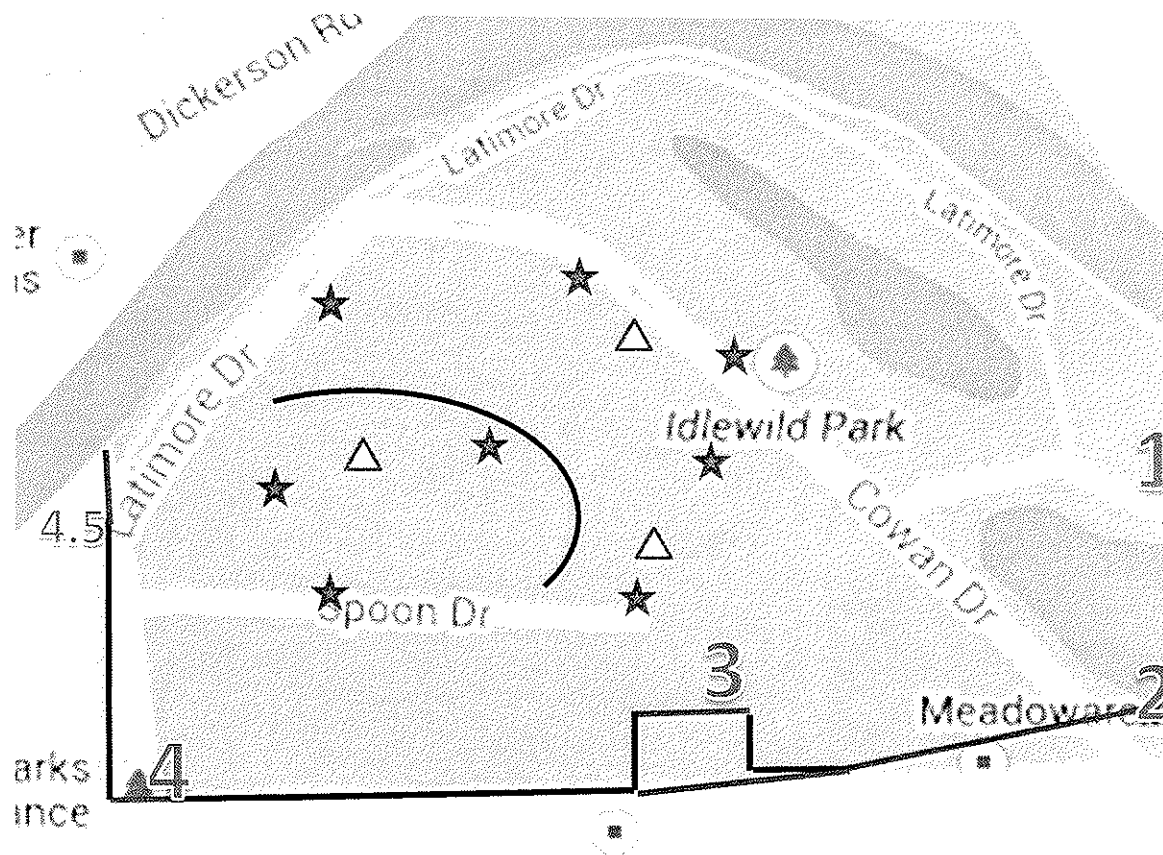
- = Existing Park fencing or natural barrier (pond, river, building, hedge, etc.)
- = Temporary fencing for event.

1,2, 3, 4 = Security Entry Points. 4 secured entry points, 20 feet wide, checking coolers/backpacks for glass/alcohol. Based on last year's traffic at each gate, Entry point 1 and 2 each have 2 paid Security Staff from ESI and Entry 3 and 4 have the least traffic and will have 1 paid Security. Each security point has a radio and can request more assistance as necessary. Entry Points are for pedestrian and cycle traffic only and also include 3-4 volunteers doing crowd counting, surveys, donation boxes and welcomers (info & security assists). Entry 4.5 is actually just the bike path with minimal traffic and should be fine with 2 volunteers handling security and crowd counting. 2 more ESI staff, incl. a supervisor, will be walking the event, and we have designated Security liaison volunteer this year: Mike Larson.

Pedestrian Entry Points will each have a tent, tables and significant signage.  
(barring excessive wind that ruins the whole plan ;P)



# Alcohol Plan



- △ = Beer Token/Wristband Sales
- ★ = Brewery Pouring Station
- 1-4 = Public Entry Gates

8 Local breweries have donated beer for the event and will not be taking sales. Each will have its own booth where they pour their own product to attendees who have purchased a token from the event and have the wristband and hand stamp. Each brewery will have its own certified servers.

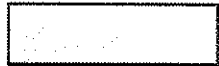
The event will have up to 3 Sales booths for beer tokens. Certified server volunteers will sell beer tokens, check ID's and provide wristbands (non-removable/non-reusable) and a hand stamp. Only people with wristbands and handstamps will be poured beer and all beer from all brewery booths will be served in 16 oz. clear compostable cups.

Our security personnel walking the event and at the gates will be aware of all of these guidelines to ensure compliance within the entire park.

# Idlewild Loading Zone & Parking Map



# Idlewild Parking Map Key



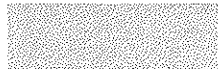
= Event Area/Loading Zone, no parking during event



= Event Area Barricade, no vehicles beyond this point during event. Loading Zone leaders will allow exhibitors into Loading Zones by assigning each vehicle to a leader, max 3 per leader at a time, taking license plate and giving directions to booth spaces.



= Volunteer and Exhibitor Parking.



= Volunteer/Performer parking only.



= Entry Points for pedestrians/Cycles



= Vehicle Gates for exhibitor and volunteer vehicles to park and parking (East, West and Center)

# Idlewild Parking Map Lots



= Lot Z: west side of park by baseball fields; 120 spaces



= Lot Y: east side of park, all Latimore and Mastrioni lots; 80 spaces



= Lot X: parallel parking along pond on Cowan Dr. (fill last only if needed) plus little lot near Snowflake Gazabo; total approx. 33 spaces



= Idlewild Drive parallel parking on park side total 2000+ feet/130 spaces



= Lot V: Volunteer/Performer only parking by pool; 40 spaces

**ADA**

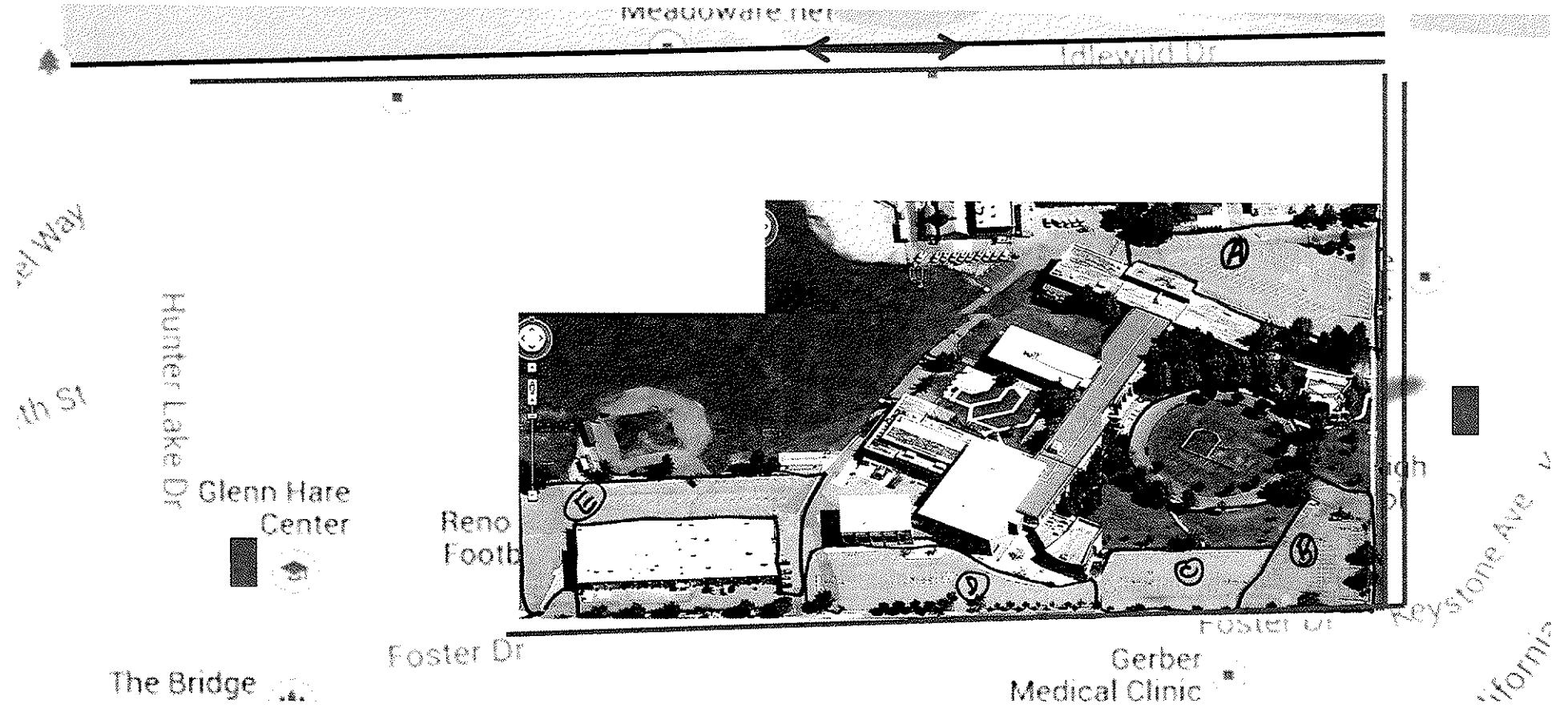
= ADA reserved parking for 300 feet (20 spaces) to west side of Entry Point 2.



= Shuttle Drop Off

Total reserved spaces inside park and on Idlewild Dr. = 423 (plenty!)

# Public Parking Map



All public parking must be outside Security Entry Points.

# Public Parking Map Key

A, B, C, D and E = Reno High Lots, team of 8-10 volunteers controlling traffic entry into lots, pedestrians crossing sidewalks at entry/exit, and directing to open spaces in assigned lot; one entry/exit for each lot. Can “close” lots and fill them up in order, and direct to open lots when full, etc. This team will also help direct traffic for e-Waste, Shuttle, etc. as necessary.

Lot A = Northern most lot on Booth (closest to Idlewild) = 140 spaces


Lot B = Corner of Booth/Foster plus the Circle = 90 spaces (minus e-Waste space).


Lots C and D = Along Foster Dr. = 198 spaces


Lot E = All space behind and sides of Foster buildings = 154 spaces

**Total spaces at Reno High School = 452 spaces!**

 = Possible addl lots for parking if we get permission (Glen Hare = 252 spaces/Court Bldg = 235 spaces)

 = No Parking, volunteer/exhibitor parking only

 = ADA Parking this section on Idlewild Dr. (300 feet = 20 cars)

 = Public Street Parking – allowed parallel parking

Total public parallel parking on Idlewild, Booth and Foster = 9000+ feet/600+ spaces